



Some helpful Excel 2003 shortcut and function keys

The following lists contain CTRL combination shortcut keys, function keys, and some other common shortcut keys, along with descriptions of their functionality.

Key	Description
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CTRL+#	Applies the Date format with the day, month, and year.
CTRL+@	Applies the Time format with the hour and minute, and AM or PM.
CTRL+-	Displays the Delete dialog box to delete the selected cells.
CTRL+:	Enters the current time.
CTRL+;	Enters the current date.
CTRL+2	Applies or removes bold formatting.
CTRL+3	Applies or removes italic formatting.
CTRL+4	Applies or removes underlining.
CTRL+5	Applies or removes strikethrough.
CTRL+9	Hides the selected rows.
CTRL+0	Hides the selected columns.
CTRL+A	Selects the entire worksheet. If the worksheet contains data, CTRL+A selects the current re- gion. Pressing CTRL+A a second time selects the entire worksheet.

When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box.

CTRL+B Applies or removes bold formatting.

CTRL+C Copies the selected cells.

CTRL+C followed by another CTRL+C displays the Microsoft Office Clipboard.

CTRL+D Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.

CTRL+F Displays the Find dialog box.

CTRL+H Displays the Find and Replace dialog box.

CTRL+K Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.

CTRL+O Displays the Open dialog box to open or find a file.

CTRL+P Displays the Print dialog box.

CTRL+R Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.

CTRL+S Saves the active file with its current file name, location, and file format.

CTRL+U Applies or removes underlining.

CTRL+V Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you cut or copied an object, text, or cell contents.

CTRL+W Closes the selected workbook window.

CTRL+X Cuts the selected cells.

CTRL+Y Repeats the last command or action, if possible.

CTRL+Z Uses the Undo command to reverse the last command or to delete the last entry you typed.

CTRL+A Selects the entire worksheet. If the worksheet contains data, CTRL+A selects the current re-
gion. Pressing CTRL+A a second time selects the entire worksheet.

When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box.

CTRL+F Displays the Find dialog box.

SHIFT+F5 also displays this dialog box, while **SHIFT+F4** repeats the last Find action.

UPCOMING Events in Tallinn

THIS WEEKEND THRU AUGUST 6: International Organ Festival. Held in various churches and locations around Kesklinn and Old Town. For full information, go to www.concert.ee.

AUGUST 5–13: August Dance Festival, Von Krahli Theatre, Rataskaevu 10. Seventh international contemporary dance festival. Tickets available at Piletilevi and Piletimaailm outlets. www.saal.ee.

AUGUST 13: Day of the Assumption at the Estonian Open Air Museum, Rocco al Mare. A day of rye bread baking done by some of Estonia's large and small bakeries. www.evm.ee.

AUGUST 11-20: Birgitta Festival 2006. Concerts and performances at the convent ruins in Pirita. www.birgitta.ee

AUGUST 16-20: Tallinn Chamber Music Festival. Concerts take place in venues all over Old Town.

SEPTEMBER 22-24: Real Estate 2006. Real estate expo in the Pirita conference center, Pirita Tee 28. www.fair.ee.



TALLINN on the World Wide Web

USEFUL TALLINN-RELATED WEB SITES:

International School of Estonia:
(The school is having problems with their link. I will update this when I get the right info.)
www.ise.edu.ee

ISE's PTA Welcome Information:
www.ise.edu.ee/pta/info_packet_wholeframe.html

For local movie listings:
www.superkinod.ee

For local restaurant information,
including online menus and ordering:
www.toit.ee

For a listing of local concerts:
www.concert.ee

For tourism info:
www.tourism.tallinn.ee

Local Golf Course:
www.egcc.ee

For a schedule of fairs at the Convention Center complex:
www.fair.ee

Local businesses and other listings:
www.inyourpocket.com/estonia/tallinn/en
www.1182.ee

International Women's Club of Tallinn:
www.iwct.ee

Hash House Harriers Running Club:
www.hot.ee/harriers

Embassy intranet travel links:
www.usemb.ee/internal/travel/travel.html

Embassy Health Unit intranet link:
www.usemb.ee/internal/healthunit/med.html



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COMMUNITY Activities: Body, Soul & Spirit

Called one of the most beautiful courses in Estonia, the 18-hole PGA ETC-endorsed SEA COURSE is now open at the Estonian Golf & Country Club! You can register tee times online through the Caddiemaster. For directions to the EGCC and pricing details, visit their web site at www.egcc.ee.



There is an Expat Women's Prayer and Fellowship Group which meets one Tuesday each month in the Kristiine area of Tallinn. Contact Wendy Mason for more information. Call 654-4428 or email her at masons@pobox.com.

If you have a favorite Tallinn-related web site not featured here or know of a church, group, or organization you would like to share with your Embassy community, please send the information to USA-Saatkond@state.gov.
Thank you!



Places of Worship

- **Eesti Baptist**, Kentmanni 3a, in the lecture room. Services in English and Estonian on Sundays at 11:00 a.m. Additional events throughout the week, including youth activities on Friday nights. Call 5 373 7569 for more information. www.estonianbaptist.net
- **Eleva Vee Kogudus (Living Waters Church)**, Merivalja tee 3 (Pirita). Tel.: 645-7677. Services Sunday mornings at 11:00 in English with Estonian translation. Classes for children and youth are offered. www.EVK.ee.
- **International Community Church of Estonia**, Ravala Pst. 3, Radisson SAS, 2nd Floor (Kesklinn). Services in English every Sunday at 11 a.m. www.churchofestonia.org. Classes for children are offered.
- **Mustamäe Linnakogudus (Mustamäe City**

Church), Laki tn. 14A (Mustamäe). Tel.: 683-7810. Services Sunday evenings at 17:00 in English with Estonian translation. Classes for children are offered. www.mmlk.org.

- **Pühavaimu Kirik (The Holy Ghost Church)**, 2 Pühavaimu (Old Town). Tel.: 644-1487. Lutheran. Anglican services in English every Sunday at 15:00.
- **Rooma-Katoliku Kirik (Peter and Paul Roman Catholic Church)**, 16 Vene. Tel.: 644-6367. Roman Catholic services available in Estonian, Polish, and Lithuanian. An English service is held every Saturday 18:00.
- **United Pentecostal Church**, Tulika Poik 4-228. Services are on Sundays at 3:00 p.m. Call Pastor Rick Reynolds at 5 362 5711 for more information.

UNCLASSIFIED Ads

FAMILY/CHILD PHOTOGRAPHER: A young Estonian woman who has taken some beautiful family pictures for an American family would like to offer her services to other Americans. Margit Selg takes wonderful pictures of children, including small babies. She can be contacted at margit@a4kv.ee.



COMMUNITY Recommendation: Wild Rice Chicken Soup

1 pkg. Uncle Ben's Wild Rice Original (with seasoning packet)
4 cups chicken broth
 $\frac{3}{4}$ cup sliced mushrooms
 $\frac{1}{2}$ cup sliced celery
 $\frac{1}{2}$ cup chopped onion
2 cloves garlic, crushed
 $\frac{1}{2}$ tsp. Pepper
 $\frac{1}{2}$ cup butter
 $\frac{1}{2}$ cup flour
2 cups cooked chicken chopped or shredded
1 cup half and half
3 Tbl. Dry white wine

Prepare rice according to package directions. Meanwhile cook and stir mushrooms, celery, onion, garlic and pepper in butter in large pot until celery is tender, about 6 minutes.

Turn heat down to low and stir in flour. Cook, stirring constantly, until mixture is bubbly. Remove from heat. Stir in chicken, broth and rice. Heat to boiling, stirring often. Turn heat down and stir in half-and-half and wine. Taste and season with salt. Heat just until hot. Do not boil.